

UK Latin Community

Volunteer Job Description

Position Title: ADMINISTRATION VOLUNTEERING

Work Location: Hybrid

Department: Admin

Start Date: ASAP

Shifts and Schedules: Monday to Friday / Full time – Part Time

Aim of Role

To carry out reception, telephone, and general administration duties in line with the needs of the Charity. These duties will be performed while carrying out the UK Latin Community values of Caring, Honesty, Respect, and Responsibility.

Volunteer Role Requirements

- Responding to incoming calls and referring them on appropriately
- Meet and greet service users and visitors to the centre
- To carry out a range of admin/clerical/ tasks and give support as requested by and agreed with the line manager
- To complete such work in a manner that reflects the high standards of the charity
- To work co-operatively with members of UK Latin Community staff, Board members, visitors and other volunteers in support of the smooth running of the charity
- To maintain confidentiality in relation to service users and written and verbal information
- To work in a non-discriminatory manner that shows respect for everyone
- To work within the UK Latin Community Child Protection Policy
- To attend training sessions as required meet the needs of the role
- To share in the responsibility for Health and Safety and to work within the Charity's Health and Safety Policy

PERSONAL SPECIFICATION

WHAT WE'RE LOOKING FOR IN YOU!

- A commitment to supporting children and young people
- An understanding of the issues relating to vulnerable children and young people.
- An understanding of the barriers faced by children and young people
- Friendly and approachable
- Ability to maintain boundaries and confidentiality
- Ability to communicate clearly
- Willingness to commit to volunteering
- Willingness to participate in initial and ongoing training
- Pragmatic approach to resolving problems
- Honest and trustworthy
- Punctual, reliable and well-organised
- A commitment to equality and diversity with service users and other workers
- A good sense of humour

Application Process

- Complete application and confidentiality statement
- Interview with Volunteer Coordinator
- Due to the nature of this volunteer opportunity the role is subject to a DBS check.
- Provide two references

- Provide copies of any relevant certificates
- Attend mandatory training for the Summer Camp Orientation in June 2023